



**DEPARTMENT OF PERSONNEL**

**209 E. Musser Street  
Carson City, Nevada 89710  
(702) 687-4050**

MEMO PERD #21/97  
July 7, 1997

**MEMORANDUM**

TO: All Department & Division Heads

FROM: Sharon P. Murphy, Director  
Department of Personnel

SUBJECT: PAY INCREASE & SPECIAL SALARY ADJUSTMENTS FOR  
CLASSIFIED & UNCLASSIFIED EMPLOYEES AUTHORIZED  
BY AB665, SB493 AND SB496

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An approximate 3% pay increase will automatically be implemented for all classified employees and most unclassified employees effective July 1, 1997. Employees paid by Central Payroll will see the increase in the check issued July 11, 1997; any retroactive or corrective adjustments will be reflected in checks issued July 25, 1997. This method of implementation eliminates the need, in most cases, to submit individual payroll documents (NPD-35s).

As you know, an appointing authority can set the salary for an unclassified employee at or below the authorized maximum. The two options described below reflect past practice of most agency administrators when across-the-board increases are granted. However, if you wish to set the salary of an unclassified employee at a rate different than provided for in these options, an NPD-35 must be submitted by July 14, 1997.

- Salaries for unclassified employees, whose positions are authorized increases greater than 3%, will be adjusted to the new authorized maximum if the employee was at the maximum salary on June 30.

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- Salaries for unclassified employees who were being paid less than their authorized maximum salary on June 30 will reflect the 3% increase.

Special salary adjustments for information services, law enforcement, parole and probation and medical classes have also been approved by the Legislature. These classes, as well as the grade adjustments, are identified in the attachments included with this memorandum. We are sending revised compensation schedules under a separate memorandum to the designee for compensation schedule distribution in your agency.

If there are any questions regarding the implementation of the increase, please contact Penny Lewsader at 687-4184.

SPM:dsb

cc: Personnel Officers and Representatives  
Payroll Clerks